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FLUORESCENT DETECTION PCR-BASED STR DNA PROTOCOL:POWERPLEX® 16 BIO SYSTEM - FORENSIC BIOLOGY SECTION PROCEDURE MANUAL, SECTION III	Issue No. : 3
	Effective Date: 6-March-2006
<p>APPENDIX M: STORAGE OF ELECTRONIC DATA</p> <p>1 Saving Digital Images</p> <p>1.1 Typing gel images (scanned and color separated) generated using the FMBIO II or FMBIO III Fluorescent Image Analysis System and FMBIO Analysis Software which are saved digitally on a CD-R will be stored according to the following procedures.</p> <p>1.1.1 Once the case has been completed and the Certificate of Analysis issued, the scanned and separated typing gel images (if the typing gel image has been sized) will be transferred by the case examiner to a specified folder on the CODIS server that has been established by the Laboratory's CODIS Administrator. The supervisor in each laboratory will be responsible for establishing a deadline each month for the data to be transferred by the casework examiner to the specified folder. The folder will be labeled with the month and year to correlate with the month in which the files were transferred.</p> <p>1.1.2 The file name containing the typing gel images for a particular case will be assigned based upon either the typing gel number (i.e., the typing gel contains several cases) or the case number.</p> <p>1.1.3 The date of the Certificate of Analysis will dictate the month when the typing gel images for a particular case will be saved regardless of when the gel was poured or run. For example, if a typing gel was run and analyzed in January 2003 and another typing gel was run and analyzed in March 2003 and the Certificate of Analysis is dated March 26, 2003, then all typing gels used in the analysis of this case will be burned to a CD containing images from cases completed in March.2003.</p> <p>1.1.4 The outside jacket of the CD will be labeled with the Month and Year, as well as will be labeled with the number of the CD (i.e., 1 of 2 and 2 of 2) to indicate the number of CDs that were created during the particular month. In addition, on the backside of the outside jacket the cases that are stored on the CD will be listed. If the file name is based upon the typing gel number the case numbers will be listed on the backside of the jacket followed by the typing gel number (i.e., C03-01234/012303BH).</p> <p>1.1.5 If the file name is based upon the typing gel number it will be the responsibility of the casework examiner to provide the supervisor or his/her designee with a list of the case numbers that are stored under a particular typing gel number.</p> <p>1.1.6 Before the 16th of each month the supervisor or his/her designee will burn all of the files in a specified folder that were transferred during the previous month to a CD or CDs. At this point the folder will be deleted from the CODIS server.</p> <p>1.1.7 The CDs will then be stored securely in a specified location within the laboratory for easy retrieval in accordance with the laboratory's Administrative Operation Procedures.</p> <p>1.1.8 If a file needs to be added to the CD after the 16th of the month, the examiner will make arrangements with his/her supervisor to have the CD retrieved from storage and have the file burned to the appropriate CD.</p>	

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<div data-bbox="297 325 1549 462"> <p>1.1.9 If typing gel images must be retrieved and a copy made, the examiner will pull the CD containing the images based upon the date of the Certificate of Analysis. The file containing the typing gel images will be copied to the desktop of one of the Macintosh/PC based sizing computers. Subsequently the file will be transferred to a new CD.</p> </div> <div data-bbox="1466 499 1549 531"> <p>◆END</p> </div>	